



Best Practices (Mentor-Protégé Program)

U.S. DOE 12th Annual Small Business Conference

May 10 -12, 2011



U.S. Department of Energy — 12th Annual Small Business Conference & Expo
May 10-12, 2011 - Kansas City, MO

Understanding the Work

- Must understand the technical and regulatory requirements of the work
- Must understand the needs of the client
- Must do a thorough job of planning, scheduling, and cost estimating during the proposal stage
- Must understand the “cash flow”



Proposal Preparation

- READ the RFP. ALL of it. READ it again and highlight key elements.
- Prepare a compliance matrix
- Prepare a proposal outline based upon the “Instruction to Bidders”
- Tell the client HOW you are going to do the work



ES&H/Q

- Safety and Quality are line functions. Project Manager is responsible for safety & quality of work
- Safety is part of the basic job planning and estimating. Build it into the work.
- Everyone is responsible for safe work practices. Work will not be performed if it can not be performed safely
- Quality must also be planned into the work as part of the work



Business Development

- It is better to be very good at one thing, rather than just OK at a number of things
- Focus on your core competences
- Build your company infrastructure
 - Financial System
 - Proposal Capabilities
 - Project Management/Project Controls
 - Safety Program
 - Quality Assurance
 - Customer Service

